

**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
Office of the Sub Divisional Officer  
**KANGSABATI CANALS SUB DIVISION NO – XV**  
**HIJLI, KHARAGPUR, PASCHIM MIDNAPUR**  
Telephone No & Fax No: 03222-277889  
E-Mail ID – [sdokcsdxv@gmail.com](mailto:sdokcsdxv@gmail.com)

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Memo No: 161

Dated: 09.09.2021

**NOTICE INVITING QUOTATION**

**OFFLINE NIQ No – WBIW / SDO/ KCSD- XV/ NIQ – 01/2021-22.**

Sealed & signed quotations are hereby invited by the **Sub-Divisional Officer**, Kangsabati Canals Sub-Division No-XV under Kangsabati Canals Division No-IV, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal through off line quotation for the works mentioned in the LIST OF WORKS given in next page from transporter/original owner/ manufacturer of Ambassador Car/Luxury Cab / Maxi Cab (Diesel Engine) in good condition having valid contract carriage permit for West Bengal.

**Quotationer has to quote his/her rate on daily rated monthly hire basis inclusive of all statutory taxes and all fittings fixing of spare parts & regular maintenance except fuel and lubricant cost. Fuel/ lubricant will be provided as per norms from designated filling station to be selected by the Department.**

Quotationer / Bidder has to apply on his/her Letter Head Pad with credential along with NIQ, for evaluation.

The intending bidder/ Quotationer must read the Terms & Conditions contained in the Notice Inviting Quotation (NIQ) carefully. He/she should particularly go through the eligibility criteria, and satisfy himself/herself of the mandatory requirements. Quotationer/ bidders desirous of participating in the tender may submit bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

All information consisting of NIQ and related documents, WB Form 2911/2911(i)/2911(ii), Bill of Quantities (BOQ), corrigenda / addenda, etc. if any, shall form the part of quotation document.

The rate of daily hire charge to be quoted both in words and in figure. The accepting authority Superintending Engineer K C Circle-II, Midnapur reserves the right to accept and/or reject any or all the quotations for which no clarification will be given to the quotation.

The quotation will be valid for one year and may be extended as per requirement of Sub-Divisional Officer, KCSD-XV, Hijli, Kharagpur, Paschim Midnapore with same terms and condition of NIQ with mutual consent of both the parties.

**Last date & time of submission of Quotation is on 20/09/2021 till 14.30 Hours IST.**

**Quotation will be opened on 21/09/2021 at 15.00 Hours IST**

## LIST OF WORKS

OFFLINE NIQ No - WBIW / SDO / KCSD-XV / NIQ- 01/ 2021-22

NAME OF THE QUOTATIONER: \_\_\_\_\_

Sl. No.	Name of Work/Scheme/Project	Quotated Rate per day (₹)	Time allowed for completion (in year)	Monthly Hiring (Maximum)	Physical milestone for completion of each work within stipulated time (Refer to Clauses of the General Terms & Conditions of NIQ)	Remarks
1	2	3	5	6	7	8
1	Supply with Suitable Driver of One No Ambassador Car (Non-AC)/Motor Cab/Luxury Cab with Contract Carriage Permit within West Bengal in good condition for the office use of Sub-Divisional Officer, K. C. Sub-Division No-XV, Hijli, Kharagpur, Paschim Midnapore		One Year	As per Go	Owner has to produce valid PAN, GSTIN, RC BOOK, Permit, Pollution Certificate, Insurance, Driving Licence of Driver	(1) Fuel allowed for monthly hiring is 1 litre for 12 Km Run. (2) Mobil oil @ 5 litres per 2500 Km. Run.

## **Terms & conditions of NIQ No: WBIW / SDO / KCSD-XV / NIQ- 01/ 2021-22**

- 1) The car will be hired on daily rated monthly basis whose payment will be made by 'e-pradan system' in favour of the owner on the basis of bill submitted at the end of every month duly checked and passed by the Executive Engineer, Kangsabati Canals Division No-IV. Normally number of days of hire charge bill will be as per requirement of SDO/AE, KCSD-XV.
- 2) The vehicle must have contract carriage permit for West Bengal
- 3) The vehicle should be in good condition as regards to body and engine with necessary accessories and to be provided with an **efficient** driver having valid vehicle driving license. The wages and allowance of the driver will have to be paid by the owner of the vehicle including overtime allowance if necessary. The vehicle should be Motor Cab/Maxi Cab/ Luxury Cab (diesel Engine) in good condition.
- 4) Normal hours of duty will be as per requirement. The vehicle may run on holidays also as per requirement of Officer before whom the vehicle is placed. But hours may be extended on emergent duty if required in irrigation period or any important reasons.
- 5) The vehicle will have to be supplied with its driver who will be responsible to report for duty with the vehicle at the prefixed station within stipulated time unless otherwise specified. The driver has to be capability of well drive even in night. The nature of driver should be good in behave and manners.
- 6) Though the vehicle will be hired on monthly basis, payment will not be made for the day if the car is on break down or any other mechanical fault/or due to the driver. In the event of failure of the driver to attend duty as per prefixed programmed and time, recovery at double the rate of hire charges for that day/days would be affected.
- 7) Owner of the vehicle will be responsible for all types of repair and maintenance of the vehicle including periodical servicing and no payment will be made for that period, if not replaced by another car of good condition.
- 8) Diesel and Mobil will be supplied by the owner in his own expense and fuel consumption will be 12 (twelve) km/Litre of diesel and Mobil oil consumption @ 2500 km/Litre. No other lubricant will be allowed by the office.
- 9) The owner of the vehicle, whose quotation will be accepted, will have to execute a formal agreement with the Executive Engineer, Kangsabati Canals Division No-IV.in 2911 Form.
- 10) If the agreement is terminated without notice of one month by the supplier, then he will have to arrange a separate car for emergency duties.
- 11) The accepting authority/ Superintending Engineer, Kangsabati Circle-II, Abas, Midnapur reserves the right to cancel either the lowest or any other quotation without assigning any reason what so

ever. The owner of the vehicle will have to report for testing the car within 3 (three) days of receipt of letter acceptance.

- 12) The authority will not have any liability arising out of any accident in running the car whether or not the same was caused due to negligence etc. of any driver. The authority will not be liable to pay any damage to the owner, driver or, any third party arising out of use of the car.
- 13) Day to day Log Book will have to be maintained and signed by the driver and the officer using the vehicle.
- 14) The owner will be required to produce the bill in triplicate for processing of payment through the Head Quarter Section under Kangsabati Canal Sub-Division No-XV after the end of each calendar month.
- 15) The authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.
- 16) Periodic maintenance, regular servicing, cleaning of vehicle is to be done by owner in his own cost.

**(Sd/- N. C. Khan**  
**Sub- Divisional Officer**  
**Kangsabati Canals Sub-Division NO-XV.**  
**Hijli, Kharagpur, Paschim Midnapur.**

Certified that I have read all the above (16 points) terms and condition and agree to abide by the same and rate quoted @ Rs \_\_\_\_\_ / Per day and I am binding to all those terms and conditions as laid down.

**Date:**

\_\_\_\_\_  
**Signature of the Quotationer**

**Memo No : 161/8**

**Date: 09.09.2021**

**Copy submitted /forwarded for information & wide Circulation to :-**

1. The Chief Engineer, South West, Abas, Midnapore.
2. The Superintending Engineer, Kangsabati Circle-II, Khasjungle, Abas, Midnapore
3. The Motor Vehicle Officer, Midnapore
4. The Executive Engineer, KCD-IV, Paschim Medinipur
5. The Sub-Divisional Officer, K.C. Sub-Division No.-XIV/XII, Paschim Medinipur.
6. The Sectional Officer, H/Q Section.
7. Office Notice Board/ wbiwd web site.
8. Treasury Officer, Midnapore Treasury.

**Sub- Divisional Officer  
Kangsabati Canals Sub-Division NO-XV.  
Hijli, Kharagpur, Paschim Midnapur.**

**FORM 1 (Modified)**

**APPLICATION FOR TENDER**

To

**The Sub-Divisional Officer  
Kangsabati Canals Sub-Division No –XV  
Hijli, Kharagpur, Paschim Midnapur.**

**NIQ No: WBIW / SDO / KCSD-XV / NIQ- 01/ 2021-22**

**Serial No of Work applied for: -1/1**

Dear Sir,

Having examined the Statutory, OID & all other NIQ documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the works as per Quotation no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda, SOR etc.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Full name of Bidder / Quotationer: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids  
for & on behalf of (Name of Firm): \_\_\_\_\_  
(In block Capital letters or typed)

Office address with seal if any:

Telephone no(s) (office): \_\_\_\_\_

Mobile No : \_\_\_\_\_

Fax No : \_\_\_\_\_

E mail ID : \_\_\_\_\_

GSTIN : \_\_\_\_\_

PAN : \_\_\_\_\_